

NCSF-CPT Examination Application



13501 SW 136 Street, Suite 102
Miami, FL 33186
1-800-772-NCSF • www.ncsf.org

NCSF-CPT Examination

The National Council on Strength & Fitness offers its NCSF-CPT Exam through Thomson Prometrics testing centers. With over 400 testing locations throughout North America and convenient 24 hour examination scheduling, Thomson Prometrics is the leading worldwide provider of comprehensive, technology-based testing and assessment services. This provides NCSF-CPT exam candidates with full access to the latest testing technology, awarding winning customer service and flexible exam scheduling one would come to expect for the industry's premiere personal trainer certification.



Step One

Finding an Exam Testing Center

With over 400 state of the art testing centers throughout North America, the NCSF has made it easier then ever to find a testing center near you. Go to the organization's website at **www.ncsf.org** to find a testing center in your area. If you have difficulty finding an exam center please call 800 772 NCSF and a representative will assist you.



Step Two

Registering for the Examination

Once a candidate has identified their local Thomson Prometric testing center, they can register for the NCSF-CPT certification exam at any time. The examination registration fee is only **\$199.00**. Registration for the exam can be done any one of three convenient ways:



To register through the mail simply complete the examination registration form at the end of this booklet and mail it to the NCSF with a valid method of payment.



For your convenience exam registration can be made with any major credit card using the organizations online registration service at **www.ncsf.org**. Simply fill out the online registration form, pay the registration fee and the NCSF will send you your confirmation.



Examination registration can be made over the telephone using any major credit card. Contact the NCSF toll free at (800)772-NCSF for quick and easy registration.


After you register for your examination with the NCSF you will be sent an exam confirmation notice containing your eligibility number and all related documentation required for you to sit for the NCSF-CPT exam.





Step Three

Scheduling your Exam

Once a candidate has registered with the National Council on Strength & Fitness and has received their exam confirmation notice they are ready to schedule their appointment to take the NCSF-CPT examination. Scheduling for the exam is handled directly through Thomson Prometrics. An exam candidate has three options to schedule their exam date, time, and location:

 For your convenience exam scheduling can be made over the internet using the Thomson Prometrics online scheduling system. The NCSF provides you with the easy to follow steps in the exam eligibility documentation you receive with exam registration to schedule using this method.

 Examination scheduling can also be made over the telephone using the Thomson Prometrics toll free exam scheduling number. The NCSF provides you with the steps in your exam eligibility documentation you receive with exam registration to schedule using this method.

 Candidates may also schedule their exam in person at their local Thomson Prometric testing center. Again, the NCSF provides you with the steps in the exam eligibility documentation you receive with exam registration to schedule using this method.

After the candidate has scheduled an appointment to take the NCSF-CPT exam, Thomson Prometrics will send a final confirmation number for the exam appointment.



Step Four

Taking the Exam

The NCSF ensures each candidate has all the necessary information required to register, schedule, and sit for their NCSF-CPT examination. Once the candidate has scheduled their exam with Thomson Prometrics they simply attend their confirmed appointment.

The NCSF-CPT exam is a 125 question multiple choice formatted examination. Each candidate will have two hours and thirty minutes to complete the exam. The NCSF examination is computer based and each candidate will receive a full tutorial regarding usage of the exam equipment prior to the start. Technical assistance will also be provided during the examination itself if any problems should arise. The NCSF requires a passing score of 70% for the NCSF-CPT credential to be granted. Candidates will receive sectional analysis, as well as overall exam scoring, upon completion of the NCSF-CPT exam.

NCSF-CPT Exam Policies & Procedures

Eligibility Requirements

NCSF-CPT examination candidates must be at least 18 years of age, and possess a high school diploma or equivalent. Although not required, it is beneficial if you have a minimum level (approximately 100 hours) of practical experience working in the health and fitness field.

Appeals for Denied Eligibility

NCSF reserves the right to reject any application, that in the organization's view, does not meet eligibility requirements. If your application for the NCSF exam is not accepted, you can request that your application be re-reviewed. You must send a written appeal to:

NCSF Exam Appeals
P.O. Box 163908
Miami, FL 33116

Your written appeal must include a detailed explanation of why you think you should be eligible, and provide all supporting and relevant documentation. All matters will be reviewed within 10 working days upon receipt of correspondence. Candidates will be notified immediately in writing of approval or denial of their appeal.

Examination Fees

U.S. and Canada

First-time candidates \$199.00

Re-take candidates \$135.00

Paying for the Examination

The NCSF will only register candidates that submit a COMPLETED application and valid payment in FULL. The NCSF will return all incomplete applications and/or applications accompanied with insufficient funding. Exam fees are subject to change without notice. The NCSF accept checks, money orders and credit cards (VISA, MasterCard, Discover or American Express). The NCSF does not accept cash, purchase orders, or invoices. Check or money order should be in U.S. funds, drawn on a U.S. bank, and payable to the NCSF. Your exam confirmation number will be valid for one year. If you have not contacted Thompson Prometric for an exam appointment using your assigned confirmation number within that year you must re-register with the NCSF. Your re-registration is subject to the same policies as the exam retake. If you cannot make your exam appointment and fail to contact your exam center within 48 hours of your scheduled appointment time you must re-register under the exam retake policies.

In the United States, an income tax deduction may be allowed for expenses related to education necessary to maintain or improve professional skills. See your tax advisor for details.

NCSF Certification Exams Approved for VA benefits: Active military, veterans and eligible spouses and dependents can receive reimbursement for their NCSF exam fees. This benefit applies to NCSF-CPT exams taken on or after Jan 1, 2004, and includes both first time and retake fees. If you are entitled to military benefits and have been considering taking the NCSF-CPT certification exam to broaden your scope of practice, now is the perfect time. To learn more about your VA benefits, visit www.gibill.va.gov/education/Lcweb.htm.

Taking the Certification Exam

After you schedule an exam appointment time using your eligibility number with Thompson Prometric, you will be sent an exam confirmation number. Your exam confirmation number will be valid for one year. You will need to bring the confirmation number along with a government issued identification to your exam location at the time of your appointment. You will have two and one half hours to complete the 125 question multiple choice exam. In the event you do not meet the minimum passing score you must contact the NCSF to register for another examination. Retake fees are \$135.00 (see Retake Policy).

Disqualification

You may be disqualified from taking or continuing in the examination process, or from receiving exam results, if the NCSF and/or Thompson Prometric (the administer of the exams on behalf of the NCSF) have determined through either examiner observation or statistical analysis that you were engaged in collaborative, disruptive or other unacceptable behavior before, during or following the administration of the NCSF exam.

Rescheduling

If for any reason you are unable to take the exam on the date and time for which you registered, you must reschedule to avoid forfeiting your entire exam fee. You have up to 48 hours before your exam appointment to reschedule through your Thompson Prometric exam location. Note: *You must take your exam within one year of your original registration. If you do not you must re-apply to take the examination.*

Rescheduling can be done online, over the phone or by visiting your local Thomson Prometrics testing center. In order to reschedule you will need your confirmation number. This number is provided to you with your initial appointment scheduling. If you cannot make your exam appointment and fail to contact your Thompson Prometric exam center within 48 hours of your scheduled appointment time you must re-register under the exam retake policies.

Refund Policy

If you decide for any reason you cannot or do not wish to take the exam after registering, you may request a refund in lieu of rescheduling. To request a refund you must contact the NCSF in writing within 30 days (electronically date-stamped or postmarked) of original exam registration. If the request is received within the 30 days of original registration, refunds will be 50% of your exam registration fee. There are no refunds after thirty days of original exam registration.

Exceptions to the refund deadline will be considered on a case-by-case basis for documented cases of medical, bereavement or other emergencies. In these instances, candidates must electronically date-stamp or postmark their refund request no later than 60 days after the exam date and provide any and all supporting documentation. No refunds will be given for rescheduled examinations. You can expect to receive your refund or notice of denial within six weeks of your request. All examination registrations are non-transferable.

